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सत्यमेव जयते

The Gujarat Government Gazette

PUBLISHED BY AUTHORITY

Vol. LXVI] THURSDAY, OCTOBER 23, 2025 / KARTIKA 1, 1947 [No. 43

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-C

Statutory Rules and Orders (Other than those published in Part I, I-A and I-L) made by Statutory Authorities other than the Government of Gujarat including those made by the Government of India, the High Court, the Director of Municipalities, the Commissioner of Police, the Director of Prohibition and Excise, the District Magistrates and the Election Commission, Election Tribunals, Returning Officers and other authorities, under the Election Commission.

BY THE HIGH COURT OF GUJARAT SOLA, AHMEDABAD

NOTIFICATION

No.C. 1325/2011

In exercise of the powers conferred by Article 229 (2) of the Constitution of India, the Honourable the Chief Justice has been pleased to make the following amendments in the High Court of Gujarat (Recruitment and Conditions of Service of Officers and Staff) Rules, 2011:-

1. Short title and commencement:

(i) These Rules may be called "The High Court of Gujarat (Recruitment and Conditions of Service of Officers and Staff) Amendment Rules, 2025". [Amendment 4 of 2025]

(ii) They shall come into force with immediate effect.

2. ***Insert*** *the following Para after the words* ***"shall be 18 years and 35 years respectively",*** *under the* ***Rule-9(1):***

"Provided that for the post of Court Manager, the lower and upper age limits of candidates shall be 25 years and 40 years respectively."

3. ***Insert*** *the following* ***as sub rule (3) & (4) in the Rule – 20:***

"(3) There shall be no provision of lien in respect of the posts of Court Manager.

(4) Duties of Court Managers working on the establishment of High Court is provided in the Schedule-'G' and Duties of Court Managers working in District Judiciary is provided in the Schedule-'H', which would be subject to further modification as required."

4. ***Insert*** *the following as* ***Schedule – 'G' and Schedule - 'H', after the existing Schedule – 'F':***

"SCHEDULE – 'G'

The Honourable the Chief Justice has been pleased to pass order with regard to assigning Duties and Powers to the Court Managers, working on the establishment of High Court of Gujarat, as under:

Human Resource Management & Training:

- Prepare training manuals for newly inducted Dy.S.O. & upto the level of Dy. Registrar as well as in-service administrative staff.
- To organize motivational training for the administrative staff of the court in form of lectures, annual cultural day, sports day, farewell functions etc.
- Prepare an annual calendar in coordination with the employees Association.
- To carry out workload analysis/staffing pattern in order to determine the surplus and shortages of staff among various administrative and judicial departments and help in framing the duty list of each and every work table in coordination with the concerned Registrar.
- Court Manager will work out the requirement of staff in order to move the Government for sanction from time to time as per necessity and initiate the Recruitment process in co-ordination with the Establishment Section and the Recruitment Cell.

NCMS & Court Development Plan:

- To assist the State Court Management Systems Committee(SCMS) and carry out work as directed by them.
- Help in preparing and updating plans for destruction and digitisation work.
- Help in preparing annual report.

Pendency Reduction & Legal Aid:

- To carry out periodic physical verification of cases in order to remove the mismatch of case data.
- Carry out data analysis pertaining to Lok Adalat by effectively classifying and grouping the cases advocate wise, value wise, party wise, institution wise etc. in order to increase disposal of cases during Lok Adalat.

Social Infrastructure:

- To take regular feedback from all stakeholders of court in the form of a user satisfaction survey - Infrastructure of the court and prepare a report to be placed in the building committee.
- To monitor the workings of the planned enquiry centers and sign boards.

Finance:

- To assist in preparing budget and proposals of expenditures.
- Court Manager will assist Accounts section to plan, prepare and process the Budget proposals and the Financial management of the court.

Information and Statistics:

- Court Manager of the High Court shall assist the Registry in the preparation and compilation of all the statistical data relating to institution, disposal and stay matter of all categories of cases pending in the trial courts across the Districts and Subordinate Judiciary.

Any other work which may be assigned by the Registrar General or Honourable the Chief Justice.

In order to perform this functions and duties the Court Managers at High court will have the following powers/facilities.

1. Assistance of reasonable staff as may be available and found necessary.
2. Access to documents and records except those categorized as confidential.
3. Exclusive cabin space for sitting, wifi/internet facility with printer.
4. Assistance of such staff members of High court registry on case to case basis which the Registrar General may find necessary to provide.
5. Has to see the documentation done by the High Court.
6. Compliance of the order & Judgment of the Honourable Supreme Court and High Court.

"SCHEDULE – 'H'

The Honourable the Chief Justice has been pleased to pass order with regard to assigning Duties and Powers to the Court Managers, working at District Judiciary of Gujarat, as under:

Planning

- In consultation with stakeholders (including the bar, ministerial staff, executive agencies supporting judicial functions such as prosecutors/ police/ process serving agencies and court users), prepare and update annually a 5 year court wise Court Development Plan (CDP).
- Monitor the implementation of the CDP and report to superior authorities on progress.

Information and Statistics

- Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High court.
- Ensure that reports on statistics are duly completed and provided as required.

Court Management

- Ensure that processes and procedures of the court (including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court for court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the state. Note: Standard systems for court management should be developed at the High Court level.

Case Management

- Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the state. (Note: standard system for case management should be developed at the High Court level).

Quality Management

- Ensure that the court meets quality of adjudication standards established by the High Court.

Core System Management

- Ensure that the core systems of the court are established and function effectively (documentation management, utilities management, infrastructure and facilities management, financial systems management (audit, accounts, payments).

Pendency Reduction

- To carry out periodic physical verification of cases in order to remove the wrong entries and to find out cases which are disposed off but not entered in the computer system.
- Carry out grouping and classification of cases which carry similar issues and place it before the Principal District Judge for necessary action.
- Carry out data analysis pertaining to Lok Adalat by effectively classifying and grouping the cases advocate wise, value wise, party wise, institution wise etc. in order to increase disposal of cases during Lok Adalat.

Human Resource Management and Training

- To carry out workload analysis/staffing pattern in order to determine the surplus and shortages of staff among various departments and help frame duty list of each and every work table.
- To design and conduct periodic induction and refresher training of staff members.
- To organise motivational training for the members of the courts in form of lectures, annual cultural day, sports day, farewell functions etc.

Administration

- To suggest the scope of recycling of waste paper, cost reduction & curbing pilferage of time, money, electricity, air conditioning etc.

- To carry out analysis pertaining to even distribution of cases for optimum work allocation and place it before Hon'ble Principal District Judge for further action.
- To reduce the pendency in the issuance of certified copies and writs/notices by regular monitoring and removing the bottlenecks.
- To effectively manage service of summons and processes.
- To coordinate with the nodal officer/police inspector/ACP of the concerned district/police station/zone by providing him data related to non-service of summons and ensure that proper services of summons is carried out in criminal cases.
- Periodically verify and ensure that all the registers, forms, receipts books are provided to each courts and departments in sufficient numbers and are maintained properly.
- To help in uniformity of work among different districts in terms of preparation of standard operating procedure.
- To contribute in preparing annual budget and proposals for expenditures.

Information Technology

- To regularly monitor the uploading of orders and judgment, updation of data entry/case information on daily basis in National Judicial Data grid.
- Help in identifying external agencies to develop software's in Gujarati and other areas where work can be outsourced to external agencies like training of technical staff.
- Ensure that the IT systems of the court comply with standards established by the High Court and are fully functional.
- Feed the proposed national arrears grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.
- To ensure the compliance of CARE guidelines.

Legal Aid and Litigant Friendly Courts

- To assist the Principal District Judge in organizing the Lok Adalats, mediation, para legal services and other District Legal aid service functions.
- To carry out a periodic court user satisfaction survey to determine the needs of all stakeholders of court premises like the litigants, advocates, general public, police, employees etc. and give suggestions pertaining to litigant friendly courts.
- To identify areas for litigant to sit, to rest, to have food and to watch a screen based slide show which contains information pertaining to conciliation, legal aid, mediation and ensure proper working of inquiry counters, help desk, witness room for the litigants.
- Any other work assigned by the learned Principal District Judge.

In order to perform this functions and duties the Court Managers of the District Judiciary of the State will have the following powers/facilities.

1. Assistance of reasonable staff as may be available and found necessary.
2. Access to documents and records except those categorized as confidential.
3. Proper space for sitting (exclusive cabin, if so available), wifi/internet facility with printer.
4. Assistance of such staff members of registry on case to case basis which the Registrar may find necessary to provide.

SANJAY D. SUTHAR,

DATE: OCTOBER 15th, 2025 REGISTRAR GENERAL.

કલેક્ટર અને જિલ્લા મેજિસ્ટ્રેટની કચેરી

જાહેરનામું

સેક્ટર-૧૧, ગાંધીનગર, ૧૮મી સપ્ટેમ્બર, ૨૦૨૫

ગુજરાત પોલીસ અધિનિયમ-૧૯૫૧ ની કલમ-૩૭(૪) અન્વયેનું જાહેરનામું

નં.ડીસી/જાહેરનામું/૩૭(૪)વશી. ૯૭૧૨ થી ૯૭૨૦/૨૦૨૫:- મોજે. માધવગઢ, તા. જિ. ગાંધીનગર ખાતે આવેલ સર્વે નં. ૩૬૦, ૩૬૧ની જમીન સીઆરપીએફ ગાંધીનગરને ફાળવેલ છે. આ જમીનમાં ફાયરીંગ રેન્જ આવેલ છે. પુલિસ ઉપ મહાનિરીક્ષક ગ્રુપ કેન્દ્ર, કેરિપુબલ, ગાંધીનગર દ્વારા તા.૦૯/૦૯/૨૦૨૫ના પત્રથી તા.૧૫/૦૯/૨૦૨૫ થી તા. ૨૭/૦૯/૨૦૨૫ અને તા.૨૯/૦૯/૨૦૨૫ અને તા.૩૦/૦૯/૨૦૨૫ (દિન-૧૫) દરમિયાન ફાયરીંગ પ્રેક્ટીસ અંગે જાહેરનામું પ્રસિદ્ધ કરવા દરખાસ્ત કરવામાં આવેલ છે.

સદર દરખાસ્ત મને યોગ્ય જણાતાં હું એન. આર. શર્મા., જી.એ.એસ., અધિક જિલ્લા મેજિસ્ટ્રેટ, ગાંધીનગર મોજે. માધવગઢની હદમાં રહેતા પ્રજાજનો તથા ઢોર-ઢાંખરની સલામતી જાળવવા સારું અને ૧૯૫૧ના મુંબઈ પોલીસ અધિનિયમની કલમ-૩(૪)થી મળેલ અધિકારની રુએ ફરમાવું છું કે, મોજે. માધવગઢ ખાતે આવેલ સર્વે નં.૩૬૦, ૩૬૧ પૈકીની જમીનમાં આવેલ ફાયરીંગ રેન્જની ચારે બાજુના વિસ્તારમાં તા.૦૯/૦૯/૨૦૨૫ ના પત્રથી તા.૧૫/૦૯/૨૦૨૫ થી તા.૨૭/૦૯/૨૦૨૫ અને તા.૨૯/૦૯/૨૦૨૫ અને તા.૩૦/૦૯/૨૦૨૫ (દિન-૧૫) ના સવારના ૬:૦૦ થી ૨૪:૦૦ કલાકના સમયગાળા દરમિયાન ઉક્ત ફાયરીંગ રેન્જની આજુબાજુના રહીશો તેમજ બહારની કોઈપણ અનઅધિકૃત વ્યક્તિઓએ ઉપરોક્ત સમય દરમિયાન સદર નિયત કરાયેલ જમીનની હદમાં પ્રવેશ કરવો નહીં.

વધુમાં ફરમાવું છું કે, ફાયરીંગ રેન્જની જવાબદારી સંભાળતી ઓથોરિટીએ સલામતીની ચુસ્ત વ્યવસ્થા માટે હદ બાંધીને રાખવાની રહેશે કે જેથી માણસ કે પશુ ભુલથી અંદર આવી ન જાય, તે માટે સંપૂર્ણ હદ ફરતે દિવાલ કે ફેન્સીંગની વ્યવસ્થા કરવાની રહેશે તથા જાહેર જનતા માટે સુચનાબોર્ડ મુકવાની વ્યવસ્થા કરવાની રહેશે અને ફાયરીંગ રેન્જ ખાતે એક્સપ્લોઝીવ્સનો ઉપયોગ થઈ શકશે નહીં.

હું એવો આદેશ કરું છું કે, આ હુકમને સરકારી ગેઝેટમાં પ્રસિદ્ધ કરવો તથા સદરહું વિસ્તારમાં સહેલાઈથી દેખાઈ આવે તેવા સ્થળોએ તેની નકલો ચોટાડી અને વિસ્તારમાં ઢંઢેરો પીટીને અથવા લાઉડ સ્પીકર મારફતે તેની જાહેરાત કરી સ્થાનિક વર્તમાનપત્રોમાં તેની જાહેરખબર આપી પ્રસિદ્ધ કરવામાં આવે.

આ હુકમનો ભંગ કરનારને ભારતીય ન્યાય સંહિતા, ૨૦૨૩ની કલમ-૨૨૩ મુજબ શિક્ષાને પાત્ર ઠરશે.

એન. આર. શર્મા,

અધિક જિલ્લા મેજિસ્ટ્રેટ,

ગાંધીનગર.

Signature Not Verified
Signed by : BHOLUSINGH G THAKUR
Senior Manager
Government Central Press, Gandhinagar
Date : 2025.10.30 16:47:25 IST